

**Crosby Independent  
School District**



**Substitute Handbook  
2015 - 2016**

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## INTRODUCTION

Substitute teachers fulfill a very important function in our school district. They are called upon with little or no notice to fill a vacancy by the absence of a professional staff member. Substitute teachers are thus given great responsibility and a degree of trust that is unique in the field of education.

The Crosby Independent School District is dedicated to maintaining a positive educational climate. To accomplish this requires that our substitute teachers maintain a degree of professionalism and decorum.

While this handbook cannot cover every situation and circumstance that will confront the substitute, it is intended to provide some general guidelines that may contribute to success.

Remember that the welfare of the students is the prime consideration. When in doubt, consult with a teacher or one of the office staff.

## REQUIREMENTS FOR SUBSTITUTE TEACHING

The basic requirement for substitutes is teacher certification. Persons who have a degree and have completed a substitute teacher training course or have at least completed 30 semester hours of college work and have completed the training course may be placed on the substitute list.

Persons wanting to enroll in the substitute teacher training course offered by Region IV need to visit the following website: [www.esc4.net](http://www.esc4.net) use the ***Search for Professional Development*** box to find the “Substitute Training” course and follow the instructions for enrollment. If you were a substitute prior to the 95-96 school year and/or certified to teach, the training course is not required.

Upon the completion of the training course and the following forms, you will be added to the substitute list.

- Completed application
- Official college transcript(s) with seal
- A valid Texas teaching certificate (if certified)
- Substitute Teaching Workshop Certificate from Region IV
- If you have a valid Teaching Certificate, you do not have to take the course. We will also accept a previous Certificate from a Junior College (only if taken prior to applying).
- A criminal history search consent form
- An employment eligibility verification form (I-9)
- W-4 Form

After completing all the information requested, and you have been approved by the office manager to be added to the system, you may visit each campus and introduce yourself to the principal and/or secretary.

## PROCEDURE FOR CALLING SUBSTITUTES

Daily and long-term substitute needs are met through a web-based placement system called **Aesop**. Aesop uses skill-matching and preference lists to connect eligible substitutes to requests made by campuses. Substitutes can search for and accept assignments, plus receive automatic notification of open assignments, online or via telephone. While having access to a personal computer is desirable, it is not a necessity.

- To log in to Aesop, navigate to [www.frontline12.com/aesop](http://www.frontline12.com/aesop) Enter your ID number and PIN.
- You can also manage personal information over the phone, dial 1800-942-3767. You will be prompted to enter your ID number, then your PIN

## HOURS OF DUTY

The normal school hours for teachers are generally required of substitutes. The elementary schedule is generally 8:00 a.m. to 4:00 p.m. Secondary schedules are generally 7:00 a.m. to 3:00 p.m.

Any special duties that require a different time schedule will be shared with you, as soon as possible.

Substitutes may also be employed on a half-day basis. The following schedule proxies a *general* guideline for this.

### **ELEMENTARY**

8:00 a.m. to 12:00 p.m.....1/2 day  
12:00 p.m. to 4:00 p.m.....1/2 day

### **SECONDARY**

7:00 a.m. to 11:00 p.m.....1/2 day  
11:00 p.m. to 3:00 p.m.....1/2 day

## REPORTING TO WORK

When you arrive at school, proceed directly to the office to sign in. The school secretary, assistant principal or principal will provide lesson plans, roll sheets, schedules and any other pertinent information about the assignment.

Arrangements will be made to unlock the classrooms(s) for you. A campus handbook providing the duty schedule, lunch schedule and fire drill procedures will be made available to you. If for some reason this is not shared with you on arrival, ask for it. This information could be critical in an emergency.

## RELEASE FROM ASSIGNMENT

At the end of the school day, all books and classroom supplies should be put away, lights turned off, and windows and doors locked before checking out.

You should return to the office, sign out, and see the school secretary concerning the need for continuation in the assignment.

**SUBSTITUTE TEACHER PAY**

The following substitute rates will be effective as of the 2015 – 2016 school year:

Non-Degreed	\$80.00 daily
College Degree	\$90.00 daily
Certified Teacher	\$100.00 daily
Instructional and Clerical Aides	\$64.00 daily

The following rates will be effective after substituting for 10 consecutive days in the same teaching assignment:

30 Hours+	\$100 daily
Degreed	\$125 daily
Certified	\$150 daily

Pay days are on the 15<sup>th</sup> and the last day of each month. 1-15<sup>th</sup> will pay on the last day of the month and 16-31<sup>st</sup> will pay on the 15<sup>th</sup> of the following month. Due to the Christmas Holidays, subs will not be paid for services December 1st-15th until January 15th paycheck with the exceptions of long term subs. Please allow for this lag time prior to calling to check on pay status. If there are discrepancies on your pay, please start by calling the campuses you worked at **first** to make sure all days were turned in correctly to payroll. If you do not receive a check within the above time, please contact the payroll office at 281-328-9200 Ext 1232.

**TERMINATING EMPLOYMENT**

Substitutes are on an “as-needed” basis, therefore there is no guarantee that services will be needed on a regular basis. Substitutes can request to be removed from the district substitute list at any time by contacting Rebeca Cruz at 281-328-9200 ext. 1233.

The district may also remove a substitute due to poor conduct, not following district policy and/or any complaint made against them by campus staff (refer to pgs. 8-10). The substitute will be notified by the campus administrator and will be issued a copy of an Inadequate Service Report, which will state the reason for requested removal from the district substitute list.

In the month of May, a Letter of Reasonable Assurance will be mailed out to each substitute on the district list. This letter must be signed and returned by the indicated date. If the substitute fails to do so, he/she will be removed from the substitute list for the upcoming school year.

### RESPONSIBILITIES OF THE PRINCIPAL/DESIGNEE

- 1) Provide the substitute with a place to sign in and out.
- 2) Direct the substitute to the classroom and help locate lesson plans and supplies needed for the day.
- 3) Provide the substitute with a schedule for the school day.
- 4) Provide the substitute with directions for reporting absences and tardies, information about fire drill and other emergency procedures.
- 5) Advise or provide the substitute with the location of rest rooms, lunchrooms, etc. A campus map would be ideal.

### RESPONSIBILITIES OF THE CLASSROOM TEACHER

- 1) Complete lesson plan instructions (include book titles and page numbers.
- 2) Location of materials, supplies and books.
- 3) Classroom rules of conduct.
- 4) Schedule of the day with names of students for each class.
- 5) Names of reliable students for assistance, if needed.
- 6) The location of your campus handbook.

### RESPONSIBILITIES OF THE SUBSTITUTE TEACHER

- 1) Report directly to the office at the assigned time to sign in and receive specific instructions about assignment.
- 2) Perform any special duties assigned to the regular teacher (unless otherwise instructed).
- 3) Prevent students from leaving the classroom unless it is absolutely necessary.
- 4) Assume responsibility and care properly for your students, equipment and materials.
- 5) Follow the lesson plans provided by the teacher as closely as practical. Try to maintain the regular routine of the class.
- 6) If possible, leave a summary of work covered, etc. for the regular teacher.
- 7) Maintain good discipline in the classroom. Ask a neighboring teacher to watch the class or send a student if assistance is needed. **Do not leave the classroom unattended.**



## Texas Educators' Code of Ethics

### Statement of Purpose

The Texas educator shall comply with standard practices and ethical conduct toward students, professional colleagues, school officials, parents, and members of the community and shall safeguard academic freedom. The Texas educator, in maintaining the dignity of the profession, shall respect and obey the law, demonstrate personal integrity, and exemplify honesty and good moral character. The Texas educator, in exemplifying ethical relations with colleagues, shall extend just and equitable treatment to all members of the profession. The Texas educator, in accepting a position of public trust, shall measure success by the progress of each student toward realization of his or her potential as an effective citizen. The Texas educator, in fulfilling responsibilities in the community, shall cooperate with parents and others to improve the public schools of the community. (19 TAC 247.1(b))

### Professional Standards

#### 1. Professional Ethical Conduct, Practices, and Performance

**Standard 1.1** The educator shall not intentionally, knowingly, or recklessly engage in deceptive practices regarding official policies of the school district, educational institution, educator preparation program, the Texas Education Agency, or the State Board for Educator Certification (SBEC) and its certification process.

**Standard 1.2** The educator shall not knowingly misappropriate, divert, or use monies, personnel, property, or equipment committed to his or her charge for personal gain or advantage.

**Standard 1.3** The educator shall not submit fraudulent requests for reimbursement, expenses, or pay.

**Standard 1.4** The educator shall not use institutional or professional privileges for personal or partisan advantage.

**Standard 1.5** The educator shall neither accept nor offer gratuities, gifts, or favors that impair professional judgment or to obtain special advantage. This standard shall not restrict the acceptance of gifts or tokens offered and accepted openly from students, parents of students, or other persons or organizations in recognition or appreciation of service.

**Standard 1.6** The educator shall not falsify records, or direct or coerce others to do so.

**Standard 1.7** The educator shall comply with state regulations, written local school board policies, and other state and federal laws.

**Standard 1.8** The educator shall apply for, accept, offer, or assign a position or a responsibility on the basis of professional qualifications.

**Standard 1.9** The educator shall not make threats of violence against school district employees, school board members, students, or parents of students.

**Standard 1.10** The educator shall be of good moral character and be worthy to instruct or supervise the youth of this state.

**Standard 1.11** The educator shall not intentionally or knowingly misrepresent his or her employment history, criminal history, and/or disciplinary record when applying for subsequent employment.

**Standard 1.12** The educator shall refrain from the illegal use or distribution of controlled substances and/or abuse of prescription drugs and toxic inhalants.

**Standard 1.13** The educator shall not consume alcoholic beverages on school property or during school activities when students are present.

## 2. Ethical Conduct toward Professional Colleagues

**Standard 2.1** The educator shall not reveal confidential health or personnel information concerning colleagues unless disclosure serves lawful professional purposes or is required by law.

**Standard 2.2** The educator shall not harm others by knowingly making false statements about a colleague or the school system.

**Standard 2.3** The educator shall adhere to written local school board policies and state and federal laws regarding the hiring, evaluation, and dismissal of personnel.

**Standard 2.4** The educator shall not interfere with a colleague's exercise of political, professional, or citizenship rights and responsibilities.

**Standard 2.5** The educator shall not discriminate against or coerce a colleague on the basis of race, color, religion, national origin, age, gender, disability, family status, or sexual orientation.

**Standard 2.6** The educator shall not use coercive means or promise of special treatment in order to influence professional decisions or colleagues.

**Standard 2.7** The educator shall not retaliate against any individual who has filed a complaint with the SBEC or provides information for a disciplinary investigation or proceeding under this chapter.

## 3. Ethical Conduct toward Students

**Standard 3.1** The educator shall not reveal confidential information concerning students unless disclosure serves lawful professional purposes or is required by law.

**Standard 3.2** The educator shall not intentionally, knowingly, or recklessly treat a student or minor in a manner that adversely affects or endangers the learning, physical health, mental health, or safety of the student or minor.

**Standard 3.3** The educator shall not intentionally, knowingly, or recklessly misrepresent facts regarding a student.

**Standard 3.4** The educator shall not exclude a student from participation in a program, deny benefits to a student, or grant an advantage to a student on the basis of race, color, gender, disability, national origin, religion, family status, or sexual orientation.

**Standard 3.5** The educator shall not intentionally, knowingly, or recklessly engage in physical mistreatment, neglect, or abuse of a student or minor.

**Standard 3.6** The educator shall not solicit or engage in sexual conduct or a romantic relationship with a student.

**Standard 3.7** The educator shall not furnish alcohol or illegal/unauthorized drugs to any person under 21 years of age unless the educator is a parent or guardian of that child

or knowingly allow any person under 21 years of age unless the educator is a parent or guardian of that child to consume alcohol or illegal/unauthorized drugs in the presence of the educator.

**Standard 3.8** The educator shall maintain appropriate professional educator-student relationships and boundaries based on a reasonably prudent educator standard.

**Standard 3.9** The educator shall refrain from inappropriate communication with a student or minor, including, but not limited to, electronic communication such as cell phone, text messaging, email, instant messaging, blogging, or other social network communication. Factors that may be considered in assessing whether the communication

is inappropriate include, but are not limited to:

- (I) The nature, purpose, timing, and amount of the communication;
- (II) The subject matter of the communication;
- (III) Whether the communication was made openly or the educator attempted to conceal the communication;
- (IV) Whether the communication could be reasonably interpreted as soliciting sexual contact or a romantic relationship;
- (V) Whether the communication was sexually explicit; and
- (VI) Whether the communication involved discussion(s) of the physical or sexual attractiveness or the sexual history, activities, preferences, or fantasies of either the educator or the student.



## PAY DAYS FOR 2015-2016

<b>July 15, 2015</b>	<b>Wednesday</b>
<b>July 30, 2015</b>	<b>Thursday</b>
<b>August 14, 2015</b>	<b>Friday</b>
<b>August 31, 2015</b>	<b>Monday</b>
<b>September 15, 2015</b>	<b>Tuesday</b>
<b>September 30, 2015</b>	<b>Wednesday</b>
<b>October 15, 2015</b>	<b>Thursday</b>
<b>October 30, 2015</b>	<b>Friday</b>
<b>November 13, 2015</b>	<b>Friday</b>
<b>November 20, 2015 (Direct Deposit)</b>	<b>Friday</b>
<b>November 30, 2015 (Live Checks)</b>	<b>Monday</b>
<b>December 11, 2015</b>	<b>Friday</b>
<b>December 18, 2015</b>	<b>Friday</b>
<b>January 15, 2016</b>	<b>Friday</b>
<b>January 29, 2015</b>	<b>Friday</b>
<b>February 15, 2016</b>	<b>Monday</b>
<b>February 29, 2016</b>	<b>Monday</b>
<b>March 11, 2016</b>	<b>Friday</b>
<b>March 31, 2016</b>	<b>Thursday</b>
<b>April 15, 2016</b>	<b>Friday</b>
<b>April 29, 2016</b>	<b>Friday</b>
<b>May 13, 2016</b>	<b>Friday</b>
<b>May 31, 2016</b>	<b>Tuesday</b>
<b>June 15, 2016</b>	<b>Wednesday</b>
<b>June 30, 2016</b>	<b>Thursday</b>

### NOTES:

- 1) Checks will be mailed to home address of employees who are off duty on a given pay day.
- 2) Each employee is responsible for any bank charges as a result of timeliness of direct deposit.
- 3) Each employee is responsible for maintaining accurate bank information to the payroll department for direct deposit.
- 4) Live checks will be available on the 15<sup>th</sup> and last day of the month.

## **CAMPUSES INFORMATION**

### **Crosby High School 9<sup>th</sup>-12<sup>th</sup>**

**14703 FM 2100**

**Crosby, TX 77532**

**281-328-9237**

**Greg Bower-Principal**

**Hours: 7:15 a.m. - 2:45 p.m.**

### **Crosby Middle School (behind CHS) 7<sup>th</sup>-8<sup>th</sup>**

**14705 FM 2100**

**Crosby, TX 77532**

**281-328-9264**

**Robert Hicks-Principal**

**Hours: 7:15 a.m. - 2:45 p.m.**

### **Drew Intermediate School 5<sup>th</sup>-6<sup>th</sup>**

**223 Red Oak**

**Crosby, TX 77532**

**281-328-9306**

**Walter Berringer-Principal**

**Hours: 8:15 a.m. - 3:35 p.m.**

### **Newport Elementary School 3<sup>rd</sup>-4<sup>th</sup>**

**430 N. Diamondhead Blvd.**

**Crosby, TX 77532**

**281-328-9330**

**Christy CoVan-Principal**

**Hours: 8:15 a.m. - 3:35 p.m.**

### **Crosby Elementary School 1<sup>st</sup>-5<sup>th</sup>**

**5910 Pecan St.**

**Crosby, TX 77532**

**281-328-9360**

**Christy Erb - Principal**

**Hours: 8:05 a.m. - 3:25 p.m.**

### **Barrett Primary School 1<sup>st</sup>-2<sup>nd</sup>**

**815 FM 1942**

**Crosby, TX 77532**

**281-328-9317**

**Karen Walthall-Principal**

**Hours: 8:15 a.m. - 3:35 p.m.**

### **Crosby Kindergarten Center PK-K**

**805 Runneburg**

**Crosby, TX 77532**

**281-328-9370**

**Jennifer Roach-Principal**

**Hours: 8:15 a.m. - 3:20 p.m.**

# CROSBY ISD 2015-2016 CALENDAR

## JULY 2015

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

## JANUARY 2016

S	M	T	W	T	F	S
						2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

FIRST DAY OF SCHOOL: AUGUST 24, 2015  
LAST DAY OF SCHOOL: JUNE 1, 2016

1ST SEMESTER:  
AUG. 24 - OCT. 18 = 39 DAYS  
OCT. 19 - DEC. 18 = 40 DAYS  
79 DAYS

2ND SEMESTER:  
JAN. 5 - MAR 11 = 47 DAYS  
MAR. 21 - JUNE 1 = 51 DAYS  
98 DAYS

**TOTAL DAYS = 177**

### HOLIDAYS

September 7	Labor Day
November 23 - 27	Thanksgiving Break
December 21 - January 4	Christmas/Winter Break
January 18	M.L. King Day
March 14 - 18	Spring Break
March 25	Good Friday
May 30	Memorial Day

### STAFF DEVELOPMENT DAYS (no school for students)

August 14 - 21  
January 4  
February 15  
June 2 - 3

### NEW TEACHER ORIENTATION

August 11 - 13

### EARLY RELEASE DAYS

December 18  
June 1

### BAD WEATHER MAKEUP DAYS

February 15  
June 2 (Staff Development on June 4)

### REGULAR BOARD MEETINGS

July 20, 2015	January 21, 2016
August 17, 2015	February 15, 2016
September 21, 2015	March 28, 2016
October 19, 2015	April 18, 2016
November 16, 2015	May 16, 2016
December 14, 2015	June 20, 2016

### SCHOOLS

### HOURS PHONE

Crosby Kindergarten Center	8:15 - 3:20	281-328-9370
Barrett Primary School	8:15 - 3:35	281-328-9320
Newport Elementary School	8:15 - 3:35	281-328-9330
Crosby Elementary School	8:05 - 3:25	281-328-9360
Drew Intermediate School	8:15 - 3:35	281-328-9306
Crosby Middle School	7:15 - 2:45	281-328-9264
Crosby High School	7:15 - 2:45	281-328-9237

### Key

- Holiday
- Grading Period Begins/Ends
- Staff Development
- New Teacher Orientation
- Early Release
- School Board Meeting



## AUGUST 2015

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

## FEBRUARY 2016

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29					

## SEPTEMBER 2015

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

## MARCH 2016

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

## OCTOBER 2015

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

## APRIL 2016

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

## NOVEMBER 2015

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

## MAY 2016

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

## DECEMBER 2015

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

## JUNE 2016

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

## Substitute Handbook Receipt

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Name \_\_\_\_\_

School Year \_\_\_\_\_

I hereby acknowledge receipt of a copy of the Crosby ISD Substitute Handbook. I agree to read the handbook and abide by the standards, policies, and procedures defined or referenced in this document.

Employees have the option of receiving the handbook in electronic format or hard copy. The electronic format may be accessed at [www.crosbyisd.org](http://www.crosbyisd.org) under the Employment tab.

Please indicate your choice by checking the appropriate box below:

- I choose to receive the substitute handbook in electronic format and accept responsibility for accessing it according to the instructions provided.
- I choose to receive a hard copy of the substitute employee handbook.

The information in this handbook is subject to change. I understand that changes in district policies may supersede, modify, or render obsolete the information summarized in this book. As the district provides updated policy information, I accept responsibility for reading and abiding by the changes.

I understand that I have an obligation to inform the Personnel Office of any changes in personal information such as phone number, address, etc. I also accept responsibility for contacting the Personnel Office if I have questions or concerns or need further explanation.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Please sign and date this receipt and forward it to Viviana Cervantes in the Personnel Office.